Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	280.450	1 of 1	July 1, 2003 Revised 08/05/26
Subject	ACCOUNTING TRANSACTIONS MANUAL DISBURSEMENT (MD)		

1. A Manual Disbursement (MD) is another method used to make certain payments for the State. It is processed in the same manner as a GAX, but instead of a warrant being created, a wire transfer is made by the Treasurer's Office.
2. Departments must obtain approval for initial usage from the DAS-SAE Daily Processing Program Manager and the State Treasurer’s Office (515) 281-6093.
3. The MD transaction shall be on-lined, and department approvals applied in Iowa Advantage. MDs must be approved in Iowa Advantage by **9:30 a.m**. to be processed the same day.
4. The document is then approved in Iowa Advantage by DAS-SAE. The next day, the warrant register, which was created in the nightly accounting cycle, is sent to the originating department as a record of the transaction. See Procedure 270.350.